



1921 Sample Point Data Entry

Operator User Manual

Canadian Century Research Infrastructure

Infrastructure de recherche sur le Canada au 20^e siècle

Prepared by:
Sandra M. Clark
© CCRI – IRCS
Institute of Canadian Studies
52 University Street
Ottawa, Ontario, Canada K1N 6N5
Phone (613) 562-5111 ♦ Fax (613) 562-5216
ccri@uottawa.ca ♦ www.canada ♦ www.canada.uottawa.ca/ccri

Table of Contents

CHAPTER I. BACKGROUND.....	5
1. CENSUS SCHEDULES.....	5
2. CCRI BACKGROUND.....	5
3. OUTLINE OF STEPS INVOLVED IN CREATING THE DATABASE OF PRIMARY SOURCES	6
CHAPTER II. S.P.I.D.E.R. – CCRI’S 1921 SOFTWARE SUITE.....	7
CHAPTER III. INTRODUCTION TO THE TERMS USED IN THE SPV AND DEC COMPONENTS OF THE S.P.I.D.E.R SUITE	8
1. 1921 CENSUS SCHEDULE.....	8
2. THREE 1921 CENSUS SCHEDULE TYPES.....	8
3. DWELLINGS	9
4. REGULAR DWELLINGS	9
5. LARGE DWELLINGS	9
6. SAMPLE POINTS	9
CHAPTER IV. DATA ENTRY COMPONENT.....	10
1. LOGGING INTO THE PROGRAM	10
2. UNDERSTANDING THE ‘TASKS’ WINDOW	11
3. SELECTING A TASK	12
i. <i>Selecting a Data Entry Task</i>	12
ii. <i>Opening a Data Entry Task on a Sample Point Other Than the First One</i>	12
4. THE ‘SAMPLE POINT VIEWER’ (SPV) WINDOW.....	13
i. <i>Understanding the SPV’s Fields</i>	14
ii. <i>Table of the SPV’s Icons and Hot Keys</i>	14
iii. <i>Enlarging or Shrinking the Digital Image</i>	15
iv. <i>Reversing the Highlighted Section</i>	15
v. <i>Random Number Generator and Large Dwellings</i>	15
vi. <i>Tilting the Highlighted Band to Accommodate Crooked Lines in the Digital Image</i>	16
vii. <i>Scynchronizing the Viewer and Data Entry screens</i>	17
viii. <i>Viewing Notes</i>	17
ix. <i>A Sample Point that Continues over Two or More Digital Images</i>	17
5. THE ‘DATA ENTRY’ WINDOW	17
i. <i>Understanding the DEC’s Fields</i>	18
ii. <i>The DEC’s Command Buttons</i>	18
iii. <i>The DEC’s Function Keys</i>	19
iv. <i>The Exception Window</i>	19
v. <i>The Notes Window</i>	22
CHAPTER V. DATA ENTRY INSTRUCTIONS.....	23
1. BRIEF LOOK AT THE CENSUS SCHEDULE QUESTIONS	23
2. ROW FIELD	26
3. PAGE NUMBER FIELD	26
4. LINE NUMBER FIELD	26
5. DWELLING HOUSE FIELD.....	26
6. INSTITUTION NAME AND TYPE FIELDS	27
7. HOUSEHOLD OR INSTITUTION FIELD	27
8. TITLE, LAST NAME AND FIRST NAME FIELDS.....	28
9. PARISH OR TOWNSHIP AND MUNICIPALITY FIELDS.....	28
10. HOUSE OWNED OR RENTED FIELD	29
11. RENT PER MONTH FIELD	29

12.	CLASS OF HOUSE FIELD.....	30
13.	MATERIAL	31
14.	NUMBER OF ROOMS OCCUPIED FIELD	31
15.	RELATIONSHIP TO HEAD FIELD	31
16.	SEX FIELD	32
17.	MARITAL STATUS FIELD	32
18.	AGE AND UNITS FIELDS.....	33
19.	BIRTH COUNTRY OF INDIVIDUAL, BIRTH COUNTRY OF FATHER AND BIRTH COUNTRY OF MOTHER FIELDS	34
20.	LANGUAGE COMMONLY SPOKEN	34
21.	INFIRMITIES FIELD.....	35
22.	YEAR OF IMMIGRATION FIELD.....	35
23.	YEAR OF NATURALIZATION FIELD	35
24.	NATIONALITY FIELD.....	36
25.	RACIAL OR TRIBAL ORIGIN FIELD	36
26.	CAN SPEAK ENGLISH FIELD	37
27.	CAN SPEAK FRENCH FIELD.....	37
28.	OTHER LANGUAGE FIELD.....	37
29.	RELIGION FIELD	38
30.	CAN READ FIELD.....	39
31.	CAN WRITE FIELD	39
32.	NUMBER OF MONTHS IN SCHOOL FIELD	39
33.	OCCUPATION FIELD.....	40
34.	RETIRED FIELD	40
35.	OCCUPATION CODE FIELD.....	40
36.	EMPLOYMENT STATUS FIELD	41
37.	PLACE OF EMPLOYMENT FIELD	42
38.	YEARLY EARNINGS FIELD	43
39.	UNEMPLOYED ON JUNE 1 ST FIELD	43
40.	NUMBER OF WEEKS UNEMPLOYED FIELD	43
41.	NUMBER OF WEEKS UNEMPLOYED DUE TO SICKNESS FIELD.....	44
CHAPTER VI. SUMMARIES		45
1.	SUMMARY OF ACCEPTABLE ENTRIES	45
2.	SUMMARY OF DATA ENTRY HOT KEYS	48
CHAPTER VII. MANAGING TASKS.....		49
1.	DESCRIPTION OF 'TASKS' WINDOW IN 'TEAM' VIEW	49
2.	MANAGEMENTS OF TASKS.....	50
i.	'Modify' Tool.....	51
ii.	'Delete' Tool.....	52
iii.	'Assign' Tool.....	52
iv.	'Close' Tool.....	53
v.	'Open' Button	53
vi.	'Notes' Button.....	54
vii.	'Exit' Button	54

Chapter I. Background

1. Census Schedules

Every ten years, Canada conducts an official enumeration of its population in an effort to collect information about the demographic, social and economic characteristics of the Canadian population and its housing units. The officials responsible for collecting this information are referred to as ‘Enumerators’ and they record the information on forms called ‘Census Schedules’. Below is an image of a 1921 Census Schedule.

In the *Manual of Instructions to Officers Employed in the Taking of the sixth Census of Canada (1921)*, section 40 under Instructions for Population Schedule states:

Object of this schedule. Schedule No. 1 is framed with the object of enumerating the population of the country by name. Every person whose habitual home or place of abode is in an enumerator's district on the first day of June, 1921 is to be entered by name on the schedule, with the details of information asked for on the schedule carefully filled in according to instructions. (40.)

2. CCRI Background

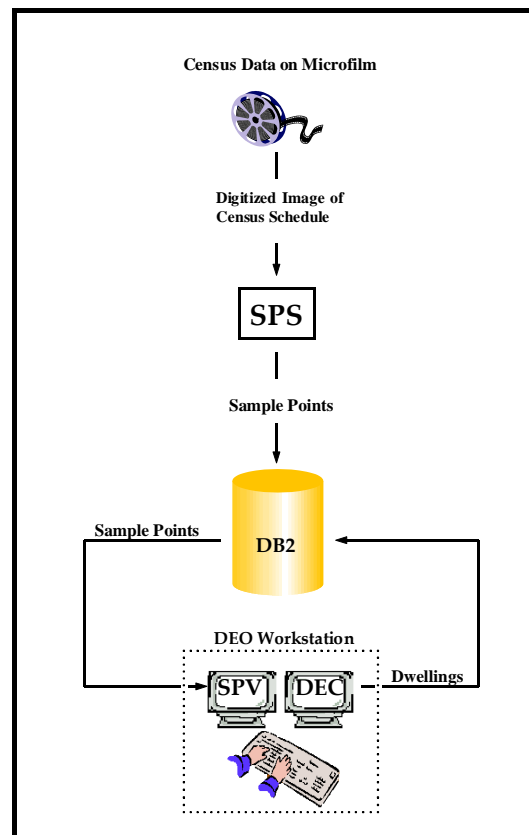
The Canadian Century Research Infrastructure (CCRI) is a five year pan-Canadian, multidisciplinary and multi-institutional initiative to develop a set of interrelated databases centered on manuscript census records dating between 1911 and 1951. These databases will then be linked to others that include census records dating before 1911 and after 1951. Integrating the census databases from the entire 20th century will create a new foundation for the study of social, economic, cultural and political change within Canada. The database will enable researchers to reconsider virtually all of the accepted interpretations of the making of modern

Canada and to ask previously unimagined questions about the characteristics, processes and circumstances that explain our common heritage.

The CCRI will be composed of two kinds of databases: those that contain ‘primary sources’, namely the contents of the Canadian census schedules from 1911 to 1951, and those that contain ‘secondary sources’, the material created by CCRI researchers and others.

3. Outline of Steps Involved in Creating the Database of Primary Sources

The following image shows a brief and much simplified outline of the steps involved in the transformation of the 1921 census schedule image data into the CCRI’s DB2 database records of primary sources. The first step is to transfer the 1921 Census Schedule manuscripts onto tapes in the form of JPEG digital images. These tapes are then distributed amongst the CCRI Centres where the data they contain is uploaded onto a computer. The operator responsible for sample point selection views these images and selects in a predefined and systematic method 4% of the Census Schedule records. The records selected by the Sample Point Selector are then entered into a program by a Data Entry Operator.



Chapter II. S.P.I.D.E.R. – CCRI's 1921 Software Suite

S.P.I.D.E.R. – the Sample Point Identification Data Entry and Review system – is a suite of software programs used to store samples of the 1921 Canadian census data in a DB2 database for the CCRI project.

This suite consists of three components:

Sample Point Selector (SPS) – is used to execute the selection protocol and to identify and select sample points within the digitized 1921 census schedule images;

Sample Point Viewer (SPV) – is used to view the sample points that have been selected; and

Data Entry Component (DEC) – is used to capture the census schedule data contained in the sample points.

Sample Point Selectors have already used the SPS program to select the required percentage of census schedule records. Your task now, as the Data Entry Operator (DEO), involves using both the SPV and the DEC. The SPV serves as the bridge for you to use to get the data from the SPS to the DEC. You will view the sample points in the SPV and use the DEC to create records from the displayed data.

This manual is designed for the DEO and the supervisor of the data entry process. It explains how to view the Sample Points using the SPV, how to enter their records using the DEC and how the supervisor can manage the tasks. Please familiarize yourself with this manual to ensure that the data entry process is carried out accurately. The precision of your data entry will determine the success of the project for future research.

Chapter III. Introduction to the Terms Used in the SPV and DEC Components of the S.P.I.D.E.R Suite

1. 1921 Census Schedule

Below is a digital image of a 1921 Census Schedule. The Schedule Header is located at the top of the Census Schedule and contains the name of the enumerator (1), the name of the province (2), the city or town (3) that is being enumerated, the district and sub-district numbers (4), the page number (5) and the type of Census Schedule (6). Below the Census Schedule Header are lists of census records. 4% of these dwellings have been selected as sample points. Your task as a DEO is to view these sample points and to key in their information into the DEC part of the SPIDER suite.

Below the Census Header, you will see the census records regarding each enumerated household. 4% of these census records have been selected as sample points.

1	2	3	4
1	1	Grosjean, Marie-Clair	223 Smith Street
2		Michelle	
3		Marie-Clair	
4		Tamara	
5	2	Grosjean, Thérèse	223 Smith Street
6	3	Barb, Raymond	330 Ogden Street
7		Thérèse	
8		Lucie	
9		Lilly	
10			
11	4	Dupuy, Renée	
12		Renée	
13	4	Thang, Albert	2345 Richmond
14		April	No.
15			

2. Three 1921 Census Schedule Types

Three different versions of Census Schedules were used by enumerators to collect individual information, namely Schedules 1A, 1B and 1C.

Schedules 1A and 1B - were designed to accommodate the same set of 35 questions but differed only in respect to question 4 – 'Place of Abode'. Schedule 1B has a single field to capture the response to question 4 Schedule 1A breaks the address into four components.

Schedule 1C - is a much shorter form and only accommodates 14 of the 35 questions found on Schedules 1A and 1B. It is important to note that the shorter form contains two questions that are not found on either of the longer versions.

The DEC will provide the DEO with a data capture screen that matches the layout of the sample point source document. In this document, if no schedule type is specified in the discussion of a census schedule, Schedule 1B is assumed.

3. Dwellings

The *Manual of Instructions to Officers Employed in the Taking of the sixth Census of Canada (1921)* defined a dwelling as “ [a]ny structure which provides shelter for a human being [...]” (60). For our purposes, we divide dwellings into two types, namely regular and large.

4. Regular Dwellings

A regular dwelling is a structure that houses no more than 30 individuals.

5. Large Dwellings

A large dwelling is a structure that houses 31 or more individuals.

6. Sample Points

A sample point is a portion of the census schedule that was tagged during the sample point selection process. The data contained in the sample point will be entered into the CCRI's database using DEC, SPIDER's data capture faculty.

Chapter IV. Data Entry Component

The 'Login' screen allows the user to identify him/herself to SPIDER. The system uses the role associated with the user id to control the functionality that is available to the user. The user id is also used to control access to the database: supervisors may access all the data related to the DEOs at their centre while DEOs only have access to the data that has been assigned to them by their supervisor.

1. Logging into the Program

To start and log into the program, follow these steps:

1. Double click on the program icon (Figure 1) on your desktop.
2. The 'Login' window (Figure 2) will appear.
3. Enter your User Id, your Password and to select your university from the drop-down list.
4. Click on 'Login'.



Figure 1

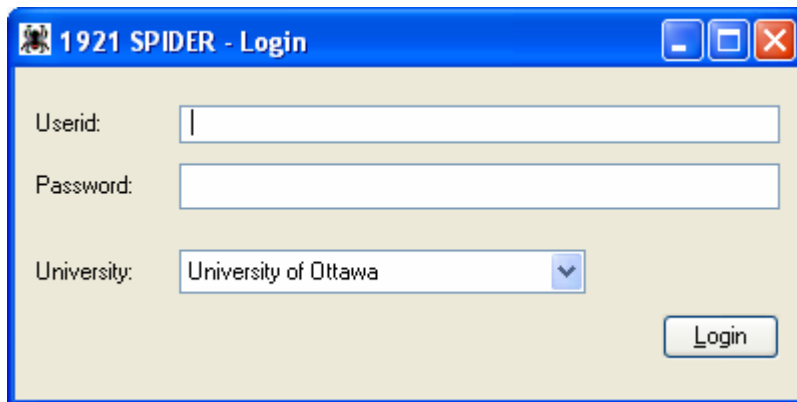


Figure 2

2. Understanding the ‘Tasks’ Window

After successfully logging onto the system, the DEO is presented with his or her customized task list in the ‘Tasks’ window. This window has two modes of viewing, namely the ‘Personal’ view and the ‘Team’ view. The ‘Personal’ view is designed for the DEO so s/he can view and access a summary of all the tasks assigned to him or her, the details of each task and the information about all the sample points that belong to the task that is selected in the task list. The ‘Team’ view, available only to supervisors, is designed to give the supervisor access to SPIDER’s management options, such as defining, deleting, modifying, assigning or reassigning a task.

By default, the ‘Tasks’ window opens in the ‘Personal’ view and displays two tables with the DEO’s name appearing above the upper one. The upper table lists the details of each task assigned to the DEO and the lower table displays information about all the sample points that belong to the task that is selected in the task list. By default, the first task of the list is selected and its sample points are summarized in the lower table. Below is a screen print of the ‘Task’ window and an explanation of each field in the two tables.

**Task
Table**

**Sample
Point
Table**

Task Table:

- 1. Task Id Field** – Identifies the task within the database.
- 2. Type** – Identifies the type of task. ‘S’ indicates a sample point selecting task and ‘E’ indicates a data entry task.
- 3. Number of Sample Points** – Displays the number of sample points that belong to the task.
- 4. Notes** – Displays any notes that are attached to that task.
- 5. Assignment Date** – Indicates the effective date of the task assigned to the DEO.

Sample Points Table:

- 6. Sample Point ID** – Identifies the sample point within the database.
- 7. Reel** – Identifies the reel from which the sample point was taken.
- 8. District** – Displays the district location of the dwelling represented by the sample point.
- 9. Sub-District** – Displays the sub-district location of the dwelling represented by the sample point.
- 10. Province** – Displays the province in which the dwelling represented by the sample point is located.
- 11. Dwelling ID** – Displays the database key of the dwelling that was created for the sample point.

3. Selecting a Task**i. Selecting a Data Entry Task**

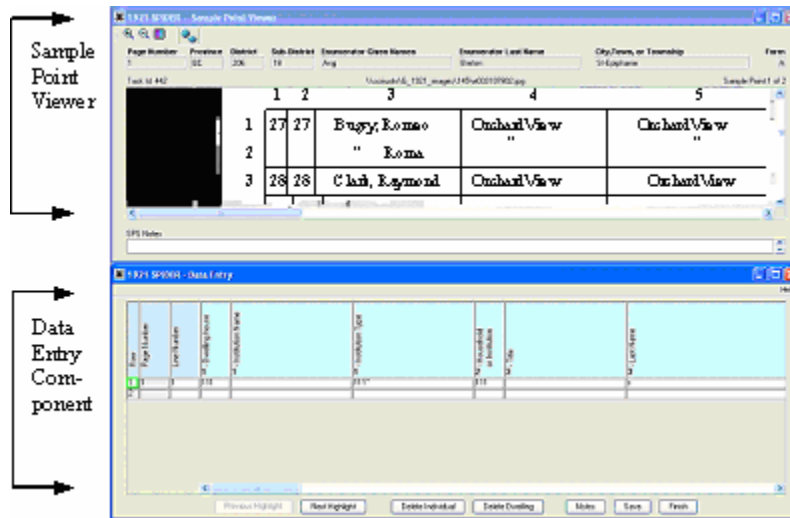
1. Select a row in the ‘Task Table’.
2. The row is highlighted and the ‘Sample Point Table’ is refreshed to display the sample point details for the selected task and the ‘Open’ button is enabled.
3. Press on the ‘Open’ button to activate the selected task.
4. Two new windows will appear, namely the ‘Data Entry’ window and the ‘Sample Point Viewer’ window. You can keep the two windows superimposed, as in the image below, or you can place the cursor in the title bar of one of the windows to drag it across the screen. By default, the SPV displays the first sample point in a task.

ii. Opening a Data Entry Task on a Sample Point Other Than the First One

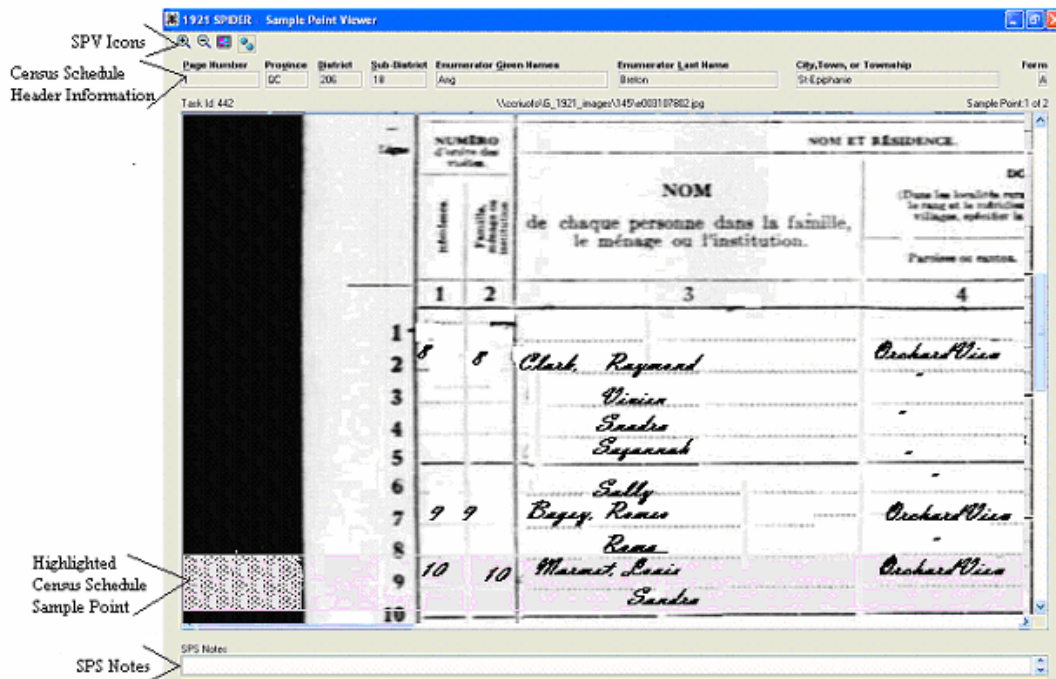
To open a data entry task on a sample point other than the first one, follow these steps:

1. Click on the desired sample point in the ‘Sample Point Table’.

- Press the 'Open' button. If a sample point is selected when the 'Open' button is pressed, SPIDER will override the task and will position the selected sample point in the viewer.



4. The 'Sample Point Viewer' (SPV) Window








The purpose of the ‘Sample Point Viewer’ window is to enable you to view the sample points whose information needs to be keyed into the DEC.

i. Understanding the SPV’s Fields

Above the digitized image of a census schedule that appears in the middle of the SPV window is a row of protected fields, namely ‘Page Number’, ‘Province’, ‘District’, ‘Sub-District’, ‘Enumerator Given Names’, ‘Enumerator Last Name’, ‘City, Town, or Township’ and ‘Form’, which correspond to the header of the census schedule from which the current sample point was selected.

Under the census schedule image is the ‘SPS Notes’ field. This field displays any notes that were attached to the current sample point at the time of the sample point selection process.

ii. Table of the SPV’s Icons and Hot Keys

Icon	Hot Key	Name	Action
	+ (Plus)	Zoom In	Enlarges the size of the displayed image.
	- (Minus)	Zoom Out	Shrinks the size of the displayed image.
	ALT - R	Reverse Highlight	Reverses the background colouring that is used to highlight a sample point.
		Random Number Generator	Generates random number needed for Large Dwellings.
	F5	Tilt Up	Tilts the image highlight up.
	F6	Tilt Down	Tilts the image highlight down.
	Ctrl – Enter	Synchronize	Synchronizes the image in the Viewer with the data entry cell in the DEC.
		Continuation Indicator	Indicates that the sample point is a continuation of one on a previous screen.

iii. Enlarging or Shrinking the Digital Image

You can use the 'Zoom In' and 'Zoom Out' icons to enlarge or shrink the viewing size.

iv. Reversing the Highlighted Section

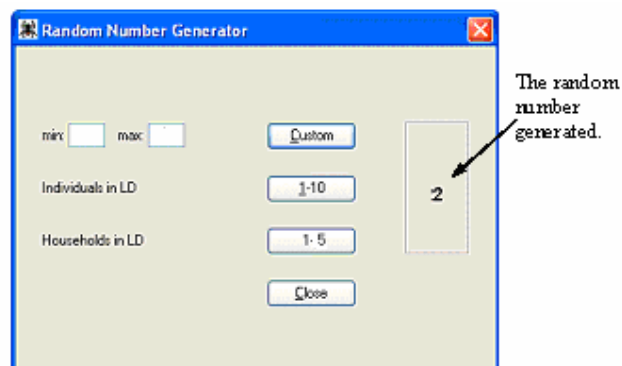
By default, the sample point is highlighted. However, if you prefer to read the sample point *un*-highlighted, simply click on the 'Reverse Highlight' icon in the tool bar. This reverses the highlighting system – the whole window will now be highlighted, **except** for the sample point.

v. Random Number Generator and Large Dwellings

The Random Number Generator is used every time a DEO comes across a sample point of a Large Dwelling. First of all, it is important to distinguish between the two different types of large dwellings, namely Multi Unit Large Dwellings and Single Unit Large Dwellings.

- ♦ **Multi Unit Large Dwellings** – is one which has multiple units listed in column 2 entitled 'Family, Household or Institution'. The multiple units imply that such a unit has multiple entrances or front doors inside the building. Such a dwelling would be, for example, an apartment building. All sample points of Multi Unit Large Dwellings are highlighted in yellow.
- ♦ **Single Unit Large Dwellings** – is one that has one front door but houses many unrelated individuals. It may have one, two or a few numbered family or household units in column 2, but at least half of its members would be listed as unrelated individuals. A dwelling such as this would include a mining camp, a prison, a lumber camp, etc. All sample points of Single Unit Large Dwellings are highlighted in green.

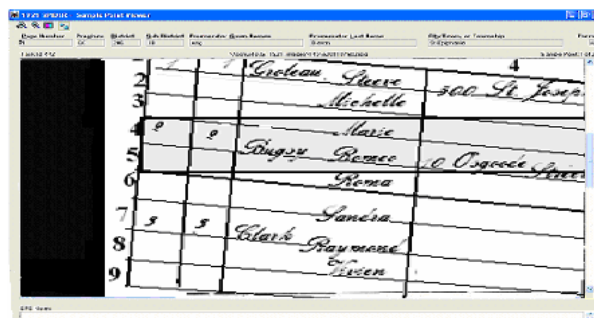
Once the type of large dwelling has been identified, the DEO should then click on the 'Random Number Generator' icon. The following window will pop up.



- ♦ **If the sample point is of a Multi Unit Large Dwelling** – click on the ‘1-5’ button opposite ‘Households in LD’. A random number will be generated and displayed. In the above example, the random number generated is 2. Thus, identify the second household in the sample point. Enter all the data regarding all the individuals from that household. Then select every 5th household from that point onward and key in the selected households’ data.
- ♦ **If the sample point is of a Single Unit Large Dwelling** – click on the ‘1-10’ button opposite ‘Individuals in LD’. A random number will be generated and displayed. Let’s say that the random number is 7. Identify the seventh individual in the large dwelling and enter his/her data. From that point onward, enter the data of each 10th individual.
- ♦ **If the Multi Unit Large Dwelling has less than 5 households in the sample point** – Enter the minimum and maximum number in the ‘Min.’ and ‘Max.’ fields, i.e. 1 – the number of households that the sample point does contain. Click on the ‘Custom’ button to display the random number needed for the identification of the first household whose data should be captured.
- ♦ **If the Single Unit Large Dwelling has less than 10 individuals** – Enter the minimum and maximum number in the ‘Min.’ and ‘Max.’ fields, i.e. 1 – the number of individuals that the sample point does contain. Click on the ‘Custom’ button to display the random number needed for the identification of the first individual whose data should be captured.

vi. **Tilting the Highlighted Band to Accommodate Crooked Lines in the Digital Image**

You may find that the lines in the digital image of the census schedule are not always straight. In order to make it easier to read a sample point that is not written on straight lines, you can tilt the highlighted band up or down by using the ‘F5’ key to tilt the band up or the ‘F6’ key to tilt the band down. (See the figure below.)



vii. Scynchronizing the Viewer and Data Entry screens

By pressing the combination hot key ‘CTRL’ ‘Enter’, the DEO can synchronize the image in the Viewer with the data entry cell in the DEC. As such, the DEO does not need to leave the keyboard to scroll the Viewer for the appropriate sample point.

viii. Viewing Notes

If there are any notes attached to a sample point, these notes will appear in the SPV ‘Notes’ field at the bottom of the Viewer screen.

ix. A Sample Point that Continues over Two or More Digital Images

A solid red bar in the far left-hand side of a highlighted sample point indicates that the sample point is a continuation of a sample point shown on the previous screen. The purpose of the red bar is to make you aware that the sample point you are viewing is not a complete sample point. An incomplete sample point will occur when an enumerator entered some information on one census schedule sheet and continued the input of information on one or more census schedule sheets.

5. The ‘Data Entry’ Window

Row	Notes	Page Number	Line Number	1 - Institution Type	2 - Household or Institution	3 - Title	4 - Last Name
1	1	2	1			Lord	Smith
2							

Buttons at the bottom: Previous Highlight, Next Highlight, Delete Individual, Delete Dwelling, Notes, Save, Finish.

The ‘Data Entry’ window (the ‘DEC’) allows the DEO to enter the data of the sample points displayed in the SPV. As mentioned in Chapter III, there are three different census schedule types. The DEC’s input screen is tailored to the census schedule type. The columns of the DEC will always match the columns of the sample point source.

i. Understanding the DEC's Fields

The DEO should take the information from the sample point and enter it into the appropriate fields. The system always provides a blank row in which to enter new data. This blank row is the first row when no data at all has been entered into the table in the 'Data Entry' window. However, once data has been input into the blank row, a new blank row is automatically created at the end of the table. The numbers in each column correspond to the numbers in the columns of the census schedules. The columns in the 'Data Entry' window are in the same order as those on the census schedule displayed in the Viewer.

ii. The DEC's Command Buttons

Button	Action
Previous Highlight	Replaces the current sample point in the SPV with the sample point that precedes it.
Next Highlight	Replaces the current sample point in the SPV with the sample points that follows it.
Delete Individual	Deletes individual and all data associated with that individual.
Delete Dwelling	Deletes dwelling and all data associated with that dwelling.
Notes	Opens a window that allows notes to be associated to the currently selected individual. Notes may be added, modified, viewed and deleted. A row that has notes associated with it will have a 'Note Icon' appear in the 'Note' column in that row.
Save	Saves data.
Finish	Closes the DEC and SPV.

iii. **The DEC's Function Keys**

Function Key	Action
F2	Pops up the 'Exception' window.
F3 (dupe-down)	Copies the value from the cell above the cursor into the cell that contains the cursor. The cursor is then moved down to the same cell of the next row.
F4 (dupe-over)	Copies the value in the cell above the cursor into the cell that contains the cursor. The cursor is then shifted to the next cell to the right on the same row.

iv. **The Exception Window**

The 'Exception' window is used to record the inability to provide a valid value for a data entry field. The 'Exception' window can be invoked by the DEO whenever s/he encounters an omission by the enumerator or whenever the value provided by the enumerator is not decipherable. The DEO places the cursor on the problem field and presses the F2 key to pop up the 'Exception' window. In the 'Exception' window, the DEO can specify why s/he is leaving a field blank or why the data provided by the enumerator is unusable.

The 'Exception' window will be presented to the DEO automatically when a validation error is encountered. If a mandatory field has not been completed by the DEO, the validation routine will display the 'Exception' window with an appropriate message in the window's message box. The DEO will then have the option to either specify why the field was left blank (a suggested value may also be specified) and press 'Save'; or cancel the 'Exception' window and enter a value in the mandatory field. If the validation detects an invalid value entered by the DEO, an appropriate message will be displayed in the message box of the 'Exception' window. The DEO must then close the 'Exception' window and correct the invalid value or must complete the 'Exception' window to confirm that the error was not a keying mistake.

Once the DEO has marked a data entry field with an exception status, the field is framed with an orange exception border. To view the exception information for a field marked with the orange exception border, the DEO places the cursor on the field and presses the F2 key. Please note that

an exception status applies to a specific verbatim value. Thus, if the verbatim value is changed, the cell loses its exception status.

The title of the 'Exception' window indicates the name of the problem field.

Most of the exception reasons have a corresponding hot key so that the DEO may use a keystroke combination to indicate the status of a cell instead of invoking the exception window. The hot key combinations are listed in the table below. They can also be accessed by clicking on the 'Help' button in the menu on the screen.

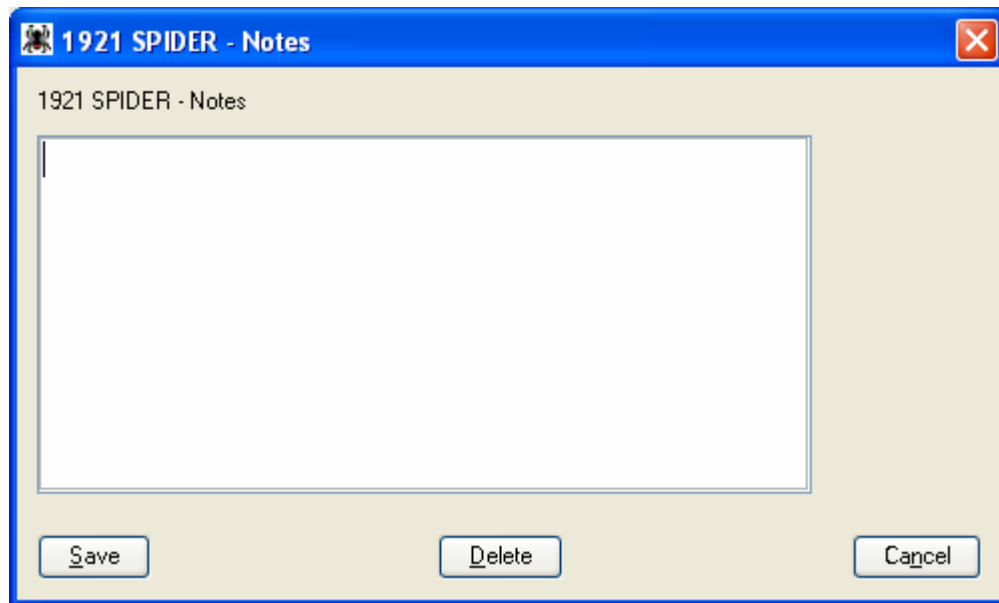
Name	Description	Hot Key
Message Box	Displays an error or informational message.	
Title of window	The name of the field that is an exception.	
Verbatim Value	Original value entered by enumerator on the census form.	
Alternate Value	Alternate, or suggested, value entered by the DEO.	
Missing	No value was specified by the enumerator.	ALT - M

Correction	The alternate value represents a correction made by an authority other than the enumerator (usually StatsCan in Ottawa).	ALT - C
Unknown	The enumerator entered 'unknown'.	ALT - U
Illegible	The DEO cannot decipher the enumerator's handwriting.	ALT - I
Damaged	The source document is damaged.	ALT - D
In Error	The verbatim value fails the validation but should be accepted by the system anyway.	ALT - E
Suggestion	The alternate value represents the DEO's interpretation of the verbatim value.	
Suspicious	The verbatim value is flagged as suspicious.	ALT - S
Delete	Deletes the exception reason and alternate value (if any) that are associated with the input field.	
Override	Associates the exception reason and alternate value with the input field. The field will no longer fail any validations.	
Correct	Closes the window so that the user may correct the verbatim value.	

v. The Notes Window

This window is used to enter and to view notes. In some cases, such as in the ‘SPV’ window, notes may only be viewed and modifications are thus not permitted.

Name	Description
Notes	The text of the notes.
Delete	Deletes the notes and closes the ‘Notes’ window.
Save	Creates a note from the entered text and closes the ‘Notes’ window.
Cancel	Closes the window. Any changes made to the body of the note are ignored.



Chapter V. Data Entry Instructions

1. Brief Look at the Census Schedule Questions

There were three types of census schedules for 1921. The most commonly used one was Form 1B. This schedule contained a total of 35 questions that were grouped into 9 categories. The following table lists the categories and questions of the three forms.

Question Heading	Sub-Heading	Column No. for 1B and 1A	Question	1C's Columns	1A's only exception from 1B
Number in the order of visitation		1	Dwelling House	1	
		2	Family, household or institution	2	
Name and Residence		3	Name of each person in family, household or institution	3	
	Place of Abode	4	Parish or township		(Form 1A)
		(Form 1B)			4 Section
					4a Township
		5	Municipality		4b Range
Tenure and Class of Home		6	Home owned or rented		4c Meridian
		7	If rented, give rent paid per month		
		8	Class of house		

		9	Materials of construction		
		10	Rooms occupied by this family		
Personal Description		11	Relationship to head of family or household	5	
		12	Sex	4	
		13	Single, married, widowed, divorced or legally separated	6	
		14	Age at last birthday	7	
Nativity	Country or place of birth of this person and of parents of this person.	15	Person	9	
		16	Father		
		17	Mother		
Citizenship		18	Year of immigration to Canada		
		19	Year of Naturalization		
		20	Nationality (Country to which this person owes allegiance)		
Race, Language and Religion		21	Racial or tribal origin	10	
		22	Can speak English		
		23	Can speak French		

	24	Language other than English or French spoken as Mother tongue	15 entitled 'Language Commonly Spoken' on Form 1C	
	25	Religious body, Denomination or Community to which this person adheres or belongs	11	
Education	26	Can Read	13	
	27	Can write	14	
	28	Months at school since Sept. 1, 1920	12	
Profession, Occupation and Employment	29	Chief occupation or trade	8	
	30	Employer "E", Employee or Worker "W", Working on own account "O.A."		
	31	"a" If "Employer" state principal product, "b" If "Employee" stat where employed, "c" If on "own account" state nature of work		
	32	Total earnings in past 12 months		
	33	If an employee were you out of work June first, 1921		

	34	Number of weeks unemployed in the past 12 months		
	35	Number of weeks unemployed sin June 1 st , 1920 because of illness		
			16 Infirmities (Form 1C only)	

2. **Row Field**

The 'Row' field is protected. It is completed automatically by the program. The table in the 'DEC' contains one row for every individual entered from a household plus one empty row. Data for new individuals are entered in the empty row of the table. Once the data has been input into the empty row, a new empty row is automatically created at the end of the table. The number in the 'Row' field identifies the position of the row within the table. This number does not correspond to any number on the census forms.

3. **Page Number Field**

The number in the 'Page Number' field is completed automatically and corresponds to the page number of the current sample point's source schedule.

4. **Line Number Field**

The number in the 'Line Number' field corresponds to the line number of the census schedule on which the individual's data is recorded.

5. **Dwelling House Field**

The 'Dwelling House' field refers to the number that was entered by the enumerator in column 1 of the census schedule where the enumerator kept track of the number of dwellings enumerated.

In the *Manual of Instructions to Officers Employed in the Taking of the Sixth Census of Canada (1921)*, this is explained as follows:

Numbering the dwelling houses. The first dwelling house enumerated should be numbered as “1”, the second as “2”, and so on until the enumeration of the subdistrict is completed. The number should always be entered opposite the name of the first person enumerated in each dwelling house and should not be repeated for other persons in the same family, or for other families if it be an apartment house. (63)

Acceptable Entries - Enter verbatim, if provided.

6. Institution Name and Type Fields

Institution Name and Type Fields – If the dwelling is an institution, then enter the name of the institution in the ‘Institution Name’ field and, if identifiable, the type of institution, such as hospital, prison, military barracks, etc, in the ‘Institution Type’ field. The *Manual* describes an institution as follows:

67. Institution. An institution household includes such establishments as hospitals, poorhouses, asylums for the insane, prisons, penitentiaries, schools of learning, military barracks, homes for the aged, homes of refuge, etc. The officials, attendants, servants and inmates of an institution who live in the institution building or group of buildings form one family and must be recorded in the order mentioned, and the name of the institution is to be written in column 1. But where an officer or other employee does not live in the institution he will be enumerated with his family if he lives with them.

Acceptable Entries - Enter verbatim the entry in column 1 of the census schedule.

7. Household or Institution Field

Column 2 is where the households within a dwelling are numbered. Note that there may be more than one household in a dwelling, for instance in an apartment building. Column 2 is explained as follows in the *Manual*:

Family, household or institution. In column 2 the families or households should be numbered in the order in which they are enumerated, entering the number opposite the head of the family. (66)

Acceptable Entries - Enter verbatim the entry in column 2 of the census schedule.

8. Title, Last Name and First Name Fields

The enumerators were told to write in column 3 of the census schedule the names of each person in the family, household or institution in the following manner:

69. Column 3. Name of each person in family, household or institution. The names of every person whose usual place of abode on June 1, 1921, was with the family or in the dwelling house for which the enumeration is being made are to be entered in the following order, namely: Head first, wife second, then sons and daughters in the order of their ages, and lastly relatives, servants, boarders, lodgers or other persons living in the family or household. The persons in an institution may be described as officer, principal, inmate, patient, prisoner, pupil, etc.

70. How to write names. The last name or surname is to be written first, then the given name in full. Where the surname is the same as that of the person in the preceding line it should not be repeated.

Enter the last name in the 'Last Name' field and the first name in the 'First Name' field. The title or position (such as Dr., priest, officer, principal, inmate, patient, prisoner, pupil, etc.) of an individual, if one was provided, should be entered in the 'Title' field.

Acceptable Entries - Enter verbatim the entry in column 3 of the census schedule into the appropriate fields in the DEC.

9. Parish or Township and Municipality Fields

The parish or township and municipality are found in columns 4 and 5, and are defined in the *Manual* as follows:

71. Columns 4 and 5. Place of abode. In the case of a city, town or incorporated village (see Instructions Nos. 55 and 56) the enumerator will enter the Number of the house and the Street in column 4 and the name of the Ward in column 5. In the case of rural districts, the name of the Township, Lot, Parish, or Cadastral number will be entered in column 4 and the name of the Municipality in column 5.

Provided, however, that in Manitoba, Saskatchewan, and Alberta, the Section, Township, Range, and Meridian will be entered respectively in columns 4, 4a, 4b and 4c, adding the name of the Municipality, Local Improvement District or Unorganized Territorial Unit, where such exists, in column 5.

Please note that Form 1A has additional fields corresponding to columns 4 'Section, 4a 'Township', 4b 'Range' and 4c 'Meridian'. These fields only appear in the 'Data Entry' window if the highlighted sample point was taken from Form 1A. You will automatically be presented with the data entry version that corresponds to the source (form type) of the sample point.

Acceptable Entries - Enter verbatim the entry in columns 4 (4a, 4b, 4c) and 5.

10. House Owned or Rented Field

You will find the answer to this question in column 6 opposite the name of the head of each family. The instructions to the enumerator for the entry of this column were as follows:

72. Column 6. Home owned or rented. This question is to be answered only opposite the name of the head of each family and refers to the home in which the family is living at the date of the Census. If the home is owned, write "O"; if the home is rented, write "R." Make no entries in this column for the other members of the family.

If a dwelling is occupied by more than one family it is the home of each of them, and the question should be answered with reference to each family in the dwelling.

The *Manual* defines owned homes and rented homes as follows:

73. Definition of owned home. A home is to be classed as "owned" if it is owned wholly or in part by the head of the family living in the home or by the wife of the head, or by a son, or a daughter, or other relative living in the same home with the head of the family. It is not necessary that full payment for the property should have been made or that the family should be the sole owner.

74. Definition of rented home. Every home not owned, either wholly or in part, by the family living in it should be classed as rented, whether rent is actually paid or not.

<i>Acceptable Entries</i>	<i>Definition of Acceptable Entries</i>
O	Owned home.
R	Rented home.
P	Propriétaire.
L	Locataire.

11. Rent per Month Field

The enumerators were instructed to enter opposite the name of the head of the family the amount of the rent paid if the family lived in a rented home. The instructions are as follows:

75. Column 7. -- If rented, give rent paid per month. This inquiry refers to every home reported in column 6 as being rented. The rent paid in the last month must be entered in column 7 opposite the name of the head of the family.

Acceptable Entries - Enter verbatim the numeric entry in column 7.

12. Class of House Field

The class of house was defined in the *Manual* as follows:

76. Column 8. -- Class of house. Opposite the name of the head of the family state whether the home of the family whose Census is being taken is situated in an "Apartment," "Row or Terrace," or is a "Single" or "Semi-detached house."

(1) Apartment House. A home in an apartment house is one in which the housekeeping is self-contained and the family does not occupy any portion in common with another family. See Instruction No. 61.

(2) Row or Terrace. See Instruction No. 62.

(3) Single or Detached House. A single house refers to a self-contained house occupied as a separate dwelling.

(4) Semi-detached House. A semi-detached house means two separate and distinct dwellings, with separate entrances, under one roof with partition walls running through it from cellar to attic and making of each part a "whole house."

The enumerators were instructed to make the following entries in column 8:

77. How entries are to be made in column 8. Entries will be made to indicate each class of house in column 8, as follows:

"Apartment" house by the letter "A."

"Row or Terrace," by the letter "T."

"Single house" by the letter "S."

"Semi-detached house" by the letter "D."

<i>Acceptable Entries</i>	<i>Definition of Acceptable Entries</i>
A	Apartment ; appartement
T	Row or Terrace
S	Single house
D	Semi-detached house
R	Rangée de maisons
MD	Maison simple ou détachée
SD	Maison semi-détachée

13. **Material**

The enumerators were instructed to enter the material used to construct the house, as stated in the following extract from the *Manual*:

78. Column 9. -- Materials of construction. State whether the house is constructed of “stone,” “brick” or “wood” etc. Thus the entry “stone” would signify stone house; “brick” would signify brick house; “wood” would signify wooden house, and so on. The initials “b.v.” will indicate brick veneered; “p.l.” plastered with lime mortar (on the exterior); “p.c.” plastered with cement mortar. For houses constructed of cement blocks or of concrete, the abbreviation “con.” will be used.

Acceptable Entries - Enter verbatim the entry in column 9.

14. **Number of Rooms Occupied Field**

You will find the number of rooms occupied in column 10 in the line opposite the head of the household, as explained below.

79. Column 10. -- Rooms occupied by this family. Enter in column 10 the number of rooms occupied by this family for living purposes. The entry must be made in the line opposite the head of the house.

Acceptable Entries - Enter verbatim the numeric entry in column 10.

15. **Relationship to Head Field**

The *Manual* explains the relationship to head of family or household as follows:

80. Column 11. -- Relationship to head of family or household. The head of the family or household, whether husband or father, widow or unmarried person of either sex, is to be designated by the word “Head,” in column 11, and the other members of the family as wife, father, mother, son, daughter, grandson, daughter-in-law, uncle, aunt, nephew, niece, partner, boarder, lodger, servant, etc., according to the relationship which the person bears to the head of the family. Persons in an institution may be designated as officer, inmate, patient, pupil, prisoner, etc., and in the case of the chief officer his title should be used as Warden, Superintendent, Principal, etc.

Acceptable Entries - Enter verbatim the entry in column 11.

16. Sex Field

The data for the 'Sex' field is found in column 12 of Forms 1A and 1B, and column 4 of 1C.

<i>Acceptable Entries</i>	<i>Definition of Acceptable Entries</i>
F	Female.
M	Male.

17. Marital Status Field

Marital status is found in column 13 of Forms 1A and 1B, and in column 6 of Form 1C. It is defined as follows:

82. Column 13. -- Conjugal condition. The description in column 13 will be given by the use of the initial letters, "S" for single person, "M" for married, "W" for widowed (man or woman), "D" for divorced, and "L.S." for legally separated. Persons separated only as to bed and board will be described as married.

<i>Acceptable Entries</i>	<i>Definition of Acceptable Entries</i>
S	Single person
M	Married person
W	Widowed person
D	Divorced person
LS	Legally separated person
C	Célibataire
V	Veuf or Veuve

18. Age and Units Fields

Column 14 of Forms 1A and 1B, and column 7 of Form 1C, contain the age of the individual and the enumerators were instructed to enter the age in the following manner:

83. Column 14. -- Age last birthday. Make the entry for age at last birthday in column 14. The age of a person if over one year will be the age in completed years at the last birthday prior to June 1, 1921, but in the case of a child not one year old on June 1, 1921, the age should be given in completed months expressed as twelfths of a year. Thus, the age of a child one month old should be expressed as 1/12, two months 2/12, three months 3/12, four months 4/12 etc. If a child is not a month old the age should be expressed in days, as 5 days, 10 days, as the case may be. The age of a child who is just one year old on June 2 or any other near date following June 1, 1921 should be expressed as 11/12 because that is its age in completed months on June 1, the day of the Census. In the case of young children it is very important that the enumerator should obtain this information and carefully record it.

Acceptable Entries - Please enter the number of the units in which the individual's age was recorded in the 'Age' field and the unit (year, day, month, week) in which the individual's age was measured in the 'Unit' field. For example, if an individual is three months old, you will see 3/12 in column 14 of the census schedule. In this case, enter '3' in the 'Age' field and 'M' in the 'Unit' field.

<i>Acceptable Entries For the Age Field</i>	<i>Definition of Acceptable Entries</i>
Integer between 1 & 120.	Enter the number of the age of the individual
<i>Acceptable Entries for the Unit Field</i>	<i>Definition of Acceptable Entries</i>
Y	Year.
A	An.
M	Months or Mois.
D	Day.
S	Semaine.

J	Jour.
W	Week.

19. **Birth Country of Individual, Birth Country of Father and Birth Country of Mother Fields**

The instructions to the enumerators were as follows:

84. Column 15. -- Country or place of birth of Person. If the person was born in Canada the name of the Province or Territory in which born should be given in column 15. The names of the provinces and territories will be denoted by abbreviations.

87. If born at sea. If the person was born "at sea" his birthplace should be so recorded.

88. Write birthplace in full. To prevent errors and to facilitate the work of compilation' in the Bureau of Statistics, the names of the place of birth of persons born out of Canada must be written in full.

89. Column 16. -- Place of birth of father. Enter in column 16 the birthplace of the father of the person whose own birthplace was entered in column 15. In designating the birthplace of the father, follow the same instructions as for the person himself (see paragraphs 84 and 85). In case, however, a person does not know the Province of birth of his father, but knows that he was born in Canada, write "Canada" rather than "unknown."

90. Column 17. -- Place of birth of mother. Enter in column 17 the birthplace of the mother of the person whose own birthplace was entered in column 15. In designating the birthplace of the mother, follow the same instructions as for the person himself (see paragraphs 84 and 85) In case, however, a person does not know the Province of birth of his mother, but knows that she was born in "Canada" write Canada rather than "unknown."

Acceptable Entries - Enter verbatim the entry in columns 15, 16 and 17.

20. **Language Commonly Spoken**

This field only exists on Census Schedule Form 1C column 15.

Acceptable Entries - Enter verbatim the entry in Form 1C column 15.

21. Infirmities Field

This field only exists on Census Schedule Form 1C column 16. Enter the alpha entry according to the table below.

<i>Acceptable Entries</i>	<i>Definition of Acceptable Entries</i>
A	Blind
B	Deaf and Dumb
C	Idiotic
D	Crazy

22. Year of Immigration Field

The instructions to enumerators were as follows:

91. Column 18. -- Year of immigration on to Canada. This question, column 18, applies to all persons, irrespective of age or sex, who were outside of Canada, and also to Canadian-born persons who had formerly become domiciled in a foreign country but have returned to their native soil. For those foreign birth the year of their first entry into Canada should be given, and those 'Of Canadian birth the year of their returning home to remain permanently should be given.

Acceptable Entries - Enter verbatim the entry in column 18.

23. Year of Naturalization Field

The instructions to the enumerators were as follows:

92. Column 19. -- Year of naturalization. This question, in column 19, applies only to persons who were born in some other country than the United Kingdom or any of its dependencies and is to be answered, for all foreign-born persons, by writing the year in which the person attained full citizenship either through his or her own act or through the act of parents. It does not apply to persons born in any part of the British Empire and who have not, by legal process, become Naturalized Citizens of a Foreign Country. If a person has applied for papers but has not yet reached the full status of citizenship, the fact should be indicated by writing the letters "pa" for papers.

In the case of persons "naturalized" through the act of a parent enter the date of the parent's naturalization.

Acceptable Entries - Enter verbatim the entry in column 19.

24. Nationality Field

The instructions to the enumerators were as follows:

93. Column 20. -- Nationality. It is proper to use Canadian as descriptive of every person whose home is in the country and who has acquired rights of citizenship in it. A person who was born in the United States, or France, or Germany or other foreign country, but whose home is in Canada and who is a naturalized citizen, should be entered as "Canadian"; so also should a person born in the United Kingdom or any of its colonies whose residence in Canada is not merely temporary. An alien person will be classed by nationality or citizenship according to the country of birth, or the country to which he or she professes to owe allegiance.

A married woman is to be reported as of the same citizenship as her husband.

A foreign-born child under 21 years of age is to be reported as of the same citizenship as the parents.

Acceptable Entries - Enter verbatim the entry in column 20.

25. Racial or Tribal Origin Field

The enumerators were instructed to enter column 21 as follows:

94. Column 21. -- Racial or tribal origin. The racial or tribal origin is usually traced through the father, as in English, Scotch, Irish, Welsh, French, German, Italian, Danish, Swedish, Norwegian, Bohemian, Ruthenian, Bukovinian, Galician, Bulgarian, Chinese, Japanese, Polish, Jewish, etc. A person whose father is English but whose mother is Scotch, Irish, French or other race will be ranked as English, and so with any of the others, in the case of Indians the origin is traced through the mother, and names of their tribes should be given, as "Chippewa," "Cree," etc. The children begotten of marriages between white and black or yellow races will be classed as Negro or Mongolian (Chinese or Japanese), as the case may be. The words "Canadian" or "American" must not be used for this purpose, as they express "Nationality" or "Citizenship" but not a "Race of people."

Acceptable Entries - Enter verbatim the entry in column 21.

26. Can Speak English Field

The instructions to enumerators were as follows:

95. Column 22. -- Can speak English. Write "Yes" for every person who can speak English.

<i>Acceptable Entries</i>	<i>Definition of Acceptable Entries</i>
Y	Yes
N	No ; Non
O	Oui

27. Can Speak French Field

The instructions to the enumerators were as follows:

96. Column 23. -- Can speak French. Write "Yes" for every person who can speak French.

If a person can speak both English and French, write "Yes" in both columns 22, and 23.

<i>Acceptable Entries</i>	<i>Definition of Acceptable Entries</i>
Y	Yes
N	No ; Non
O	Oui

28. Other Language Field

The instructions to the enumerators were as follows:

97. Column 24. -- Language other than English or French spoken as Mother Tongue. In column 24 will be entered the language spoken by every person whose racial or tribal origin is not described in column 21 as belonging to one of the British races -- English, Irish, Scotch, etc., or to persons of French origin. By Mother tongue is meant the language of customary speech employed by the person. Write out the language in full. Do not abbreviate. The name of the *Mother tongue* must be given, even when it is the same

as the language of the country in which the person is born; thus if a person reports that he was born in Germany and his “Mother tongue” is German, write “German.”

This is necessary to distinguish persons from others born in the same country but having a different mother tongue.

Principal foreign languages. In addition to English and French, the following languages include those most likely to be spoken in Canada as “*Mother tongue*,” and the enumerator should avoid giving other names when one given in this list can be applied to the language spoken:

Armenian	Greek.	Polish.
Bohemian(Czeh)	Gypsy.	Portuguese.
. Bulgarian..	Hebrew	Rumanian.
Chinese	Hindu..	Russian.
Croatian	Icelandic	Ruthenian.
Dalmatian..	Italian..	Serbian.
Danish.	Japanese	Slovak.
Dutch.	Korean	Slovene.
Esthonian.	Lettish...	Spanish.
Finnish.	Lithuanian.	Swedish.
Flemish	Magyar.	Syrian.
Frisian	Montenegrin	Turkish.
Friulan...	Moravian	Ukrainian.
Gaelic.	(Czech).	Wendish.
German.	Norwegian.	Yiddish.

Acceptable Entries - Enter verbatim the entry in column 24.

29. Religion Field

Religion is found in column 25 of Forms 1A and 1B, and column 5 of Form 1C.

98. Column 25. -- Religion. The religion of each person will be entered according as he or she professes, specifying the denomination, sect or community to which the person belongs or adheres, or which he or she favours. If the sons or daughters belong to, or adhere to, or favour another denomination, or profess a different religious belief to that of their parents or either of them, the fact should be so recorded. The information regarding the religious belief of every person of mature years enumerated in column 3 must be written out in full, -- abbreviations must not be used.

Acceptable Entries - Enter verbatim the entry in column 25.

30. Can Read Field

The instructions to the enumerators were as follows:

99. Column 26. -- Can read. If the person can read any language the question will be answered in column 26 by writing "Yes," and by "No" if unable to read.

<i>Acceptable Entries</i>	<i>Definition of Acceptable Entries</i>
Y	Yes
N	No ; Non
O	Oui

31. Can Write Field

The instructions to the enumerators were as follows:

100. Column 27. -- Can write. If the person can write in any language the question will be answered in column 27 by "Yes," and by "No" if unable to write.

<i>Acceptable Entries</i>	<i>Definition of Acceptable Entries</i>
Y	Yes
N	No ; Non
O	Oui

32. Number of Months in School Field

The instructions to the enumerators were as follows:

101. Column 28. -- Months at school since September 1, 1920. This question refers to persons of school age-which generally may be taken as those between the ages of five to twenty, inclusive. If the person has attended a school or other institution of learning for any period from September 1, 1920, to June 1, 1921, the time will be indicated by writing the number of months which the person spent at school or other institution of learning in column 28; but if the person has not attended school for any part of this period, the fact will be indicated in this column by a dash, thus.

Acceptable Entries - Enter verbatim the numeric entry in column 28.

33. Occupation Field

The instructions to the enumerators were as follows:

102. Column 29. -- Chief occupation or trade. Chief or principal occupation or means of living will be entered in column 29. An entry should be made in this column for every person of ten years and over. The record in column 29 should be either (1) the word or words which most accurately indicate the particular kind of work done by which the individual earns money or money equivalent, -- as "*physician*," "*carpenter*," "*farmer*," "*stenographer*," "*nurse*," etc.; or (2) "*income*,"; or (3) if no occupation the entry will be "*none*."

103. Income. For every person who does not follow a specific occupation but has an independent income, as from investments, pensions, superannuation, etc., the fact should be noted by writing the word "*income*" in column 29; and the entry "*none*" should be made for all persons ten years old and over who follow "no occupation" and who do not live on "*income*."

Acceptable Entries - Enter verbatim the entry in column 29. This may be a word or words describing an occupation or trade, it may be the word 'income' or the word 'none'.

34. Retired Field

This field is used to indicate whether or not the 'R' indicator was inscribed in column 29 of the census schedule. The instructions to the enumerators were as follows:

104. Persons retired. Persons who, on account of old age, permanent physical disability or otherwise are no longer following a gainful occupation should not be reported as of the occupation formerly followed. If living on their own income the entry should be "*income*," but if they are supported gratuitously by other persons or institutions the entry in this column should be "*none*."

105. Exceptions. Farmers or business men who have retired from active service but who still control an interest in the farm or enterprise in which formerly engaged are to be returned as under the name of the occupation, business or trade from which their living is obtained, and the entry will be made thus: "Farmer r." for farmer retired, and "Grocer r." for grocer retired, or as the case may be.

Acceptable Entries - Enter 'R' if an 'R' or 'r' indicator was entered in column 29.

35. Occupation Code Field

Enter Ottawa's code, if one is provided, for the value entered in column 29.

36. Employment Status Field

The instructions to the enumerators were as follows:

121. Column 30. -- Employer, Employee or Working on Own Account. If persons such as millowners, storekeepers, manufacturers, large farmers, etc., employ helpers other than domestic servants in their own business, they are to be classed as employers, and the entry "E" (for employer) made in this column. The term "*employer*" does not include *managers, superintendents, foremen, agents or other persons* who may engage help to carry on a business, but who are conducting the enterprise for some other person than themselves. All such persons should be returned as *employees*, for while any one of these may employ persons, none of them does so in transacting his own business. Thus no individual working for a corporation, either as an officer or otherwise, should be returned as an employer.

122. Employee. A person who works for salary or wages (column 30), whether he be the general manager of a bank, railway or manufacturing establishment or only a day labourer, is an employee, and should be so recorded, and the entry "W" (for wage-earner) made in this column. The term employee does not include such persons as lawyers, doctors and others who work for fees, and who in their work are not subject to the control and direction of those whom they serve. A domestic servant should always be returned as an employee, although the person employing a domestic servant may not always be returned as an employer.

123. Working on own account. Persons who are employed in gainful occupations and who are neither employers nor employees are considered to be working on their own account, and the entry "O.A." (for own account) made in column 30. Such persons as farmers, physicians, lawyers, small storekeepers, country blacksmiths, etc., who employ no helpers, -- in short, independent workers who neither receive pay nor salaries or regular wages are to be classed as working on own account. Dressmakers, washerwomen, laundresses or other persons of similar occupations who work out by the day are employees, but if they perform the work in their own home or shop they are to be classed as working on own account unless they employ helpers, in which case they are to be returned as employers.

124. Domestic gainful and non-gainful occupations. If married women or other female dependants or children of ten years or over carry on a gainful or wage-earning occupation in any capacity, the kind of occupation will be given, and they will be classed as employers or employees, as the case may be; but if they are only carrying on domestic affairs in a household without wages they are not to be classed as having any occupation.

125. Piece-work at home. A person doing piecework at home will be entered in column 29 according to the occupation. whether employed under contract or agreement with a manufacturer or other employer of labour or as help to the person so employed, and will be classed in column 39 as an employee by the letter "W."

<i>Acceptable Entries</i>	<i>Definition of Acceptable Entries</i>
E	Employer
W	Wage-Earner; Employee
OA	Own Account

PAT	Patron
O	Ouvrier
PC	Propre compte

37. Place of Employment Field

The instructions to enumerators were as follows:

126. Column 31. -- Place of occupation. Column 31 asks where the person whose occupation or trade is denoted in column 29 is employed. For example, if the person named in column 3 is described in column 29 as "labourer," then in this column the class or kind of work he does must be given, as "odd jobs," "street work," "garden," "railway," "saw-mill," "stone quarry," etc., and similarly for every person whose occupation or trade is specified in column 29.

120. Illustrations of occupations. The following examples will illustrate the method of returning some of the common occupations (column 29) and places of employment or industry (column 31); these will also suggest to enumerators the distinctions which they are to make in the nearly two thousand other occupational classes.

Column 29	Column 31	Column 29	Column 31
labourer	farm	miner	copper
labourer	street	miner	silver
labourer	odd jobs	miner	gold
labourer (placer)			
labourer	garden	miner	gold (quartz)
labourer	nursery	mucker	coal
labourer	railroad	messenger	bank
labourer	ditching	messenger	express co.
labourer	wharf	salesman	bicycles
labourer	gold mine	salesman	furs
labourer	coal mine	salesman	groceries
labourer	lead mine	salesman	dry goods
labourer	iron mine	inspector	bank
labourer	gravel pit	inspector	gas
labourer	stone quarry	inspector	school
labourer	cotton mill	stenographer	government
warper	cotton mill	stenographer	municipal
weaver	cotton mill	stamper	woollen mill
folder	cotton mill	carver	Piano factory
doffer	cotton mill	carver	furniture
spinner	cotton mill	engineer	locomotive
manager	boarding house	engineer	humber mill
manager	bank	engineer	steamboat
manager	flour mill engineer	mechanical	
manager	Piano factory	engineer	electrical
cook	hotel	spinner	woollen mill
cook	private family	president	life insur. co.
superintendent	cotton factory	president	fire insur. co.
superintendent	dry goods store	president	bank
superintendent	Insurance	blacksmith	general
miner	coal	blacksmith	carriage factory
miner	lead	blacksmith	car shop.

Acceptable Entries - Enter verbatim the entry in column 31.

38. Yearly Earnings Field

The instructions to enumerators were as follows:

127. Column 32. -- Total earnings in past twelve months. In column 32 the total earnings in the twelve months, June 1, 1920, to June 1, 1921, will be entered for every person who is recorded with an occupation or trade in column 29, and, who is reported in column 30 with the letter "W" for "worker or employee." The enumerator must obtain from every such person his or her total earnings in the past twelve months.

Acceptable Entries - Enter verbatim the entry in column 32.

39. Unemployed on June 1st Field

The instructions to the enumerators were as follows:

128. Column 33. -- If an employee, were you out of work June 1, 1921? The inquiry in this column refers to the Census date, the first day of June. The enumerator must make an entry in this column for every person who is recorded with a "trade" or "occupation" in column 29, and is reported in column 30 with the letter "W" for "Employee" or "Worker." The inquiry is to be answered by "Yes" or "No."

<i>Acceptable Entries</i>	<i>Definition of Acceptable Entries</i>
Y	Yes
N	No ; Non
O	Oui

40. Number of Weeks Unemployed Field

The instructions to the enumerators were as follows:

129. Column 34. -- Number of weeks unemployed in the past twelve months (since June 1, 1920). The enumerator will inquire of every person who was described as an "Employee" or "Worker" (W) in column 30, the number of weeks out of work, for any cause, during the twelve months preceding the Census date, June 1, 1921.

Acceptable Entries - Enter verbatim the entry in column 34.

41. Number of Weeks Unemployed due to Sickness Field

The instructions to the enumerators were as follows:

130. Column 35. -- Number of weeks unemployed since June 1, 1920, because of illness. This column is designed to obtain a record of the time lost through illness for every person who has been enumerated in the Census as a wage earner. The enumerator will make careful inquiry of any person who did not report full time in column 34, how many weeks, if any, of the time reported unemployed was caused by illness. He will enter in this column the number of weeks so reported.

Acceptable Entries - Enter verbatim the entry in column 35

Chapter VI. Summaries

1. Summary of Acceptable Entries

Column	Field	Valid Values
	Row	Automatic entry.
	Page No.	Automatic entry.
	Notes	If you save notes associated with a row, a 'Notes' icon will appear in the 'Notes' column.
	Line No.	Enter line number from census schedule.
1	Dwelling House	Enter number from column 2.
1	Institution Name	Enter verbatim, if provided.
1	Institution Type	Enter verbatim, if provided.
2	Household or Institution	Enter number from column 2.
3	Title	Enter one if provided.
3	Last Name	Enter verbatim.
3	First Name	Enter verbatim.
4	Parish or Township	Enter verbatim.
5	Municipality	Enter verbatim.
6	House Owned or Rented	Enter O, R, P or L.
7	Rent per Month	Enter verbatim.
8	Class of House	Enter A, T, S, D, R, MD or SD.
9	Material	Enter verbatim.

10	Number of Rooms Occupied	Enter verbatim.
11	Relationship to Head	Enter verbatim.
12	Sex	Enter F or M.
13	Marital Status	Enter S, M, W, D, LS, C or V.
14	Age	Enter number between 1 and 120.
14	Units	Enter Y, A, M, D, S, J or W.
15	Birth Country of Individual	Enter verbatim.
15 (Form 1C only)	Language Commonly Spoken	Enter verbatim.
16	Birth Country of Father	Enter verbatim.
16 (Form 1C only)	Infirmities	Enter A, B, C or D.
17	Birth Country of Mother	Enter verbatim.
18	Year of Immigration	Enter verbatim.
19	Year of Naturalization	Enter verbatim.
20	Nationality	Enter verbatim.
21	Racial or Tribal Origin	Enter verbatim.
22	Can Speak English	Enter Y, N or O.
23	Can Speak French	Enter Y, N or O.
24	Other Language	Enter verbatim.
25	Religion	Enter verbatim.

26	Can Read	Enter Y, N or O.
27	Can Write	Enter Y, N or O.
28	Number of Months in School	Enter verbatim.
29	Occupation	Enter verbatim.
29	Retired	Enter the 'R' indicator, if it appears in column 29, otherwise leave field blank.
29	Occupation Code	Enter verbatim if one is provided.
30	Employment Status	Enter E, W, OA, PAT, O or PC.
31	Place of Employment	Enter verbatim.
32	Yearly Earnings	Enter verbatim.
33	Unemployed on June 1 st	Enter Y, N or O.
34	Number of Weeks Unemployed	Enter verbatim.
35	Number of Weeks Unemployed due to Sickness	Enter verbatim.

2. Summary of Data Entry Hot Keys

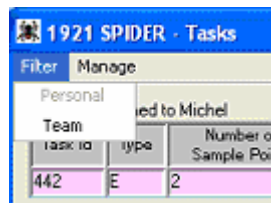
Hot Key	Action
+ (Plus)	Zoom In: Enlarges the image in the viewer.
- (Minus)	Zoom Out: Reduces the image in the viewer.
Ctrl – Enter	Synchronizes the image with the data entry cell.
F2	Cell Exception Details
F3	Duplicates the upper cell and toes to the next line.
F4	Duplicates the upper cell and tabs to the right.
F5	Tilts the image highlight up.
F6	Tilts the image highlight down.
Alt - C	Marks the cell as Correction/
Alt – I	Marks the cell as Illegible.
Alt – D	Marks the cell as Damaged.
Alt – M	Marks the cell as Missing.
Alt – E	Marks the cell as In Error.
Alt – U	Marks the cell as Unknown.
Alt – R	Reverses the highlighting scheme in the Viewer.
Alt – S	Marks the cell as Suspicious.

Chapter VII. Managing Tasks

The DEOs cannot begin their work until they have been assigned a task. The supervisor can use the 'Manage' menu of the 'Task' window to both assign and manage the DEOs' tasks. This chapter explains how to do this. Until tasks have been assigned to a DEO, that DEO's task list will be empty. In order for the supervisor to view all the tasks that need to be assigned, s/he must access the 'Team' view screen – see details below. Note that the 'Team' view screen also allows the supervisor to manage the tasks once they have been assigned.

1. Description of 'Tasks' Window in 'Team' View

Only the supervisor can access the 'Team' view. In order to access the 'Team' view screen, click on 'Filter' in the menu bar and choose 'Team' in the drop down list. See the figure below.



In the 'Team' view, the name of the supervisor's university appears at the top of the task table. As with the 'Personal' view, the 'Team' view screen is made up of two tables – the 'Task' table and the 'Sample Point' table. See the image below.

Task Table

Sample Point Table

The screenshot shows the '1921 SPIDER - Tasks' window in 'Team' view. The top table, '12 Tasks Belonging to UDFO', has columns: Task Id, Type, Number of Sample Points, Assigned to, Notes, Assignment Date, End Date, and Completion Date. The bottom table, '11 Sample Points in Task Id: 236', has columns: Sample Point Id, Reel, District, Sub-District, Province, and Drilling Size. The 'Assigned to' column in the top table shows 'Michel' and 'Brian'. The 'Sample Point Id' column in the bottom table shows values from 61 to 91.

Task Table:

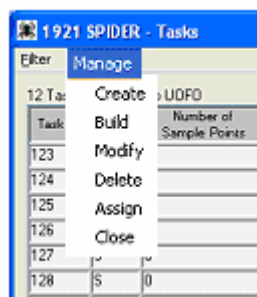
1. **Task Id** – Identifies the task within the database.
2. **Type** – Identifies the type of task. ‘S’ indicates a sample point selecting task and ‘E’ indicates a data entry task.
3. **Number of Sample Points** – Displays the number of sample points that belong to the task.
4. **Assigned to** – Displays the name of the DEO who is assigned the task appearing in that row.
5. **Notes** – Displays any notes that are attached to that task.
6. **Assignment Date** – Indicates the effective date of the task assigned to the DEO.
7. **End Date** – Displays the date that the DEO ceases to be responsible for the task.
8. **Completion Date** – Displays the date the task was completed.

Lower Table:

9. **Sample Point ID** – Identifies the sample point within the database.
10. **Reel** – Identifies the reel from which the sample point was taken.
11. **District** – Displays the district location of the dwelling represented by the sample point.
12. **Sub-District** – Displays the sub-district location of the dwelling represented by the sample point.
13. **Province** – Displays the province in which the dwelling represented by the sample point is located.
14. **Dwelling Size** – Displays the size of a dwelling as either a ‘Regular Dwelling’ or a ‘Large Dwelling’.

2. Managements of Tasks

The ‘Manage’ menu on the menu bar is only accessible by the supervisor. This menu allows a supervisor to create, delete, modify and assign task.



Below is a description of each tool and its uses.

Tool	Description
Create	Currently unavailable.
Build	Currently unavailable.
Modify	Opens the 'Modify' window and permits the supervisor to change the description and the notes attached to the selected task.
Delete	Deletes the selected task and all its assignments.
Assign	Opens the 'Assign' window and permits the supervisor to assign the currently selected task to a DEO.
Close	Closes the task. Once a task is closed, it cannot be re-opened. When a task is closed all its open assignments (if any) are terminated – the assignment gets an end date equal to the completion date.

i. 'Modify' Tool

If you wish to modify a task, select 'Modify' under 'Manage' in the menu bar.

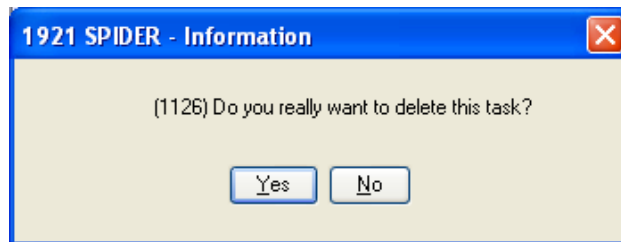
The screenshot shows a dialog box titled "1921 SPIDER - Modify Task". It contains the following fields and controls:

- Task Id:** A text box containing the number "345".
- Description:** A text box containing the text "REEL_NUMBER: 005 DISTRICT_NUMBER: 5".
- Type:** A dropdown menu with "E" selected.
- Notes:** A large, empty text area for additional information.
- Buttons:** Three buttons at the bottom: "OK", "Cancel", and "Build".

1. The 'Task Id' automatically appears and cannot be modified.
2. You can enter or modify the description by placing the cursor in the 'Description' box and typing.
3. You can scroll on the 'Type' box to select the type of task to be modified.
4. You can enter notes in the 'Notes' box by placing the cursor in the box and typing.
5. To save your input and to close the window, click on the 'OK' button.
6. To close the button without saving your input, click on the 'Cancel' button.
7. The 'Build' button is temporarily unavailable.

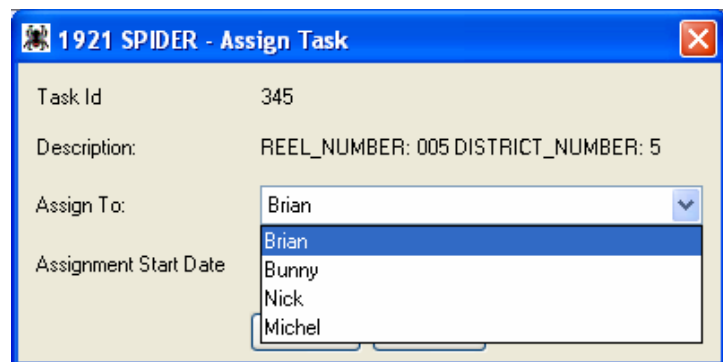
ii. 'Delete' Tool

If you wish to delete a task and all its assignments, select 'Delete' under 'Manage' in the menu bar. The window below will pop up. If you wish to continue with the deletion, click on the 'Yes' button, if not, click on the 'No' button.

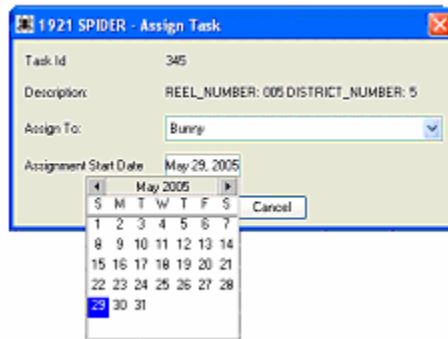


iii. 'Assign' Tool

If you wish to assign a task to a DEO, select 'Assign' under 'Manage' in the menu bar. The 'Assign' task window will pop up. The drop down box opposite 'Assign To:' will list all the users eligible to work on the selected task. Eligibility is based on the user's role as defined in SPIDER's user database.



1. The 'Task Id' automatically appears and cannot be modified.
2. If a description has previously been attributed to the selected task, it will appear in the window. If none has been attributed, the field opposite 'Description' will be blank.
3. Select the DEO to whom you wish to assign the selected task by selecting a name in the scroll box.
4. To assign a start date, either type the date directly in the box or click on the box to open the calendar on which you can simply click on the desired start date. Note that the date you assign a task to a DEO will be the date that the assigned task appears in the DEO's 'Task' window.



5. Click on the 'Assign' button to save your selections/input and to close the window.
6. Click on cancel to close the window without saving your input/selections.

iv. **'Close' Tool**

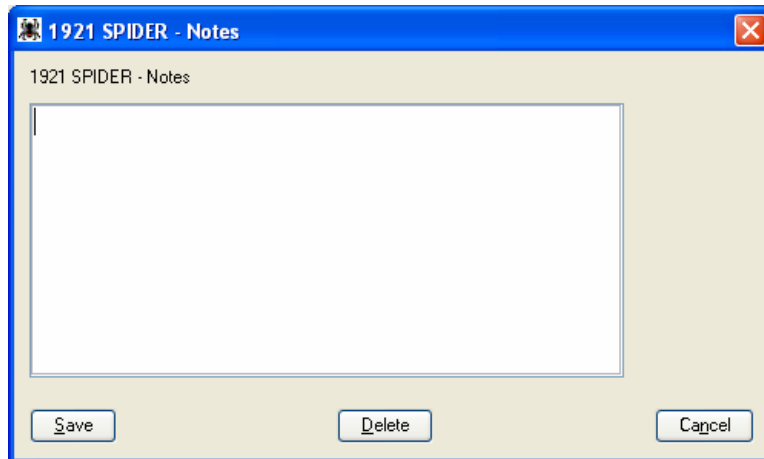
If you wish to close a task and all its assignments, select 'Close' under 'Manage' in the menu bar. Once you have closed a task, you cannot re-open it.

v. **'Open' Button**

If you wish to view the data entry or the sample point selection of a DEO, select the desired task and click on the 'Open' button. You can view the work of the DEO but you cannot make any modifications to it.

vi. 'Notes' Button

To view the notes associated with a task, select the desired task and click on the 'Notes' button. You can view the notes but you cannot make any modifications to them. To close the window, click on the 'OK' button.

**vii. 'Exit' Button**

To exit SPIDER, click on the 'Exit' button.

Index

A

Acceptable Entries	
Summary of	45

C

CCRI	
Developing databases	5
Two kinds of databases	6
Census Schedule	
Background	5
Census Header	8
Census Schedule Lines are Crooked	16
Image of	5
Numbering	26
Questions on Each Form	23
Sample Point	9
Three Types of Forms	8

D

Data Entry Component	
Age Field	33
Birth Country of Father Field	34
Birth Country of Individual Field	34
Birth Country of Mother Field	34
Buttons	18
Can Read Field	39
Can Speak English Field	37
Can Speak French Field	37
Can Write Field	39
Class of House Field	30
Dwelling House Field	26
Employment Status Field	41
Exception Window	19
First Name Field	28
Function Keys	19
House Owned or Rented Field	29
Household Field	27
Infirmities Field	35
Institution Field	27
Institution Type Field	27
Institution Name Field	27
Instructions for data entry	23
Last Name Field	28
Line Number Field	26
Logging in	10
Marital Status Field	32
Material Field	31
Municipality Field	28
Nationality Field	36
Notes Window	22
Number of Months in School Field	39
Number of Rooms Occupied Field	31
Number of Weeks Unemployed due to Sickness	
Field	44
Number of Weeks Unemployed Field	43

Occupation Code Field	40
Occupation Field	40
Other Language Field	37
Page Number Field	26
Parish or Township Field	28
Personal Mode	11
Place of Employment Field	42
Racial or Tribal Origin Field	36
Relationship to Head Field	31
Religion Field	38
Rent per Month Field	29
Retired Field	40
Row Field	26
Sex Field	32
Synchronizing with Viewer	17
Tasks Window	11
Team Mode	11
Title Field	28
Unemployed on June 1 st Field	43
Units Field	33
Year of Immigration Field	35
Year of Naturalization field	35
Yearly Earnings Field	43
Databases	
DB2	6
Steps involved in creation	6
Two kinds of	6
DEC	
Accessing Team Mode	49
Assign Tool	52
Buildy Tool	51
Close Tool	53
Create Tool	51
Delete Tool	52
Exit Button	54
Managing Tasks	50
Modify Tool	51
Notes Button	54
Notes, view	54
Open Button	53
Summary of Tools	51
Supervisor	49
Team Mode	49
Dwellings	
Definition of Multi Unit	15
Definition of Single Unit	15
Large Dwellings	9
<i>Manual of Instructions</i>	9
Multi Unit and Random Number	16
Multi Unit with less than 5 households	16
Random Number Generator	15
Regular Dwellings	9
Sample Point	9
Single Unit and Random Number	16
Single Unit with less than 10 individuals	16

I

Icons

Reversing Highlighted Section	15
Zoom In	15
Zoom Out	15

L

Large Dwellings	9
-----------------------	---

M

Manual of Instructions	27
Family, household or institution	27
Numbering the dwelling houses	27
Section 100	39
Section 101	39
Section 104	40
Section 105	40
Section 120	42
Section 121	41
Section 122	41
Section 123	41
Section 124	41
Section 125	41
Section 126	42
Section 127	43
Section 128	43
Section 129	43
Section 130	44
Section 40	5
Section 60	9
Section 63	27
Section 66	27
Section 67	27
Section 69	28
Section 70	28
Section 71	28
Section 72	29
Section 73	29
Section 74	29
Section 75	29
Section 76	30
Section 77	30
Section 78	31
Section 79	31
Section 80	31
Section 82	32
Section 83	33
Section 84	34
Section 87	34
Section 88	34
Section 89	34
Section 90	34
Section 91	35

Section 92	35
Section 93	36
Section 94	36
Section 95	37
Section 96	37
Section 97	38
Section 98	38
Section 99	39

R

Random Number Generator	15
Regular Dwellings	9

S

Sample Point	9
Census Schedule Lines are Crooked	16
Continues over Two Digital Images	17
Enlarging	15
Numbering	26
Shrinking	15
Solid Red Bar	17
Tilting Highlighted Band	16
Viewing Notes	17
Sample Point Selection Program	
Sample Point	9
Terms Used	8
Sample Point Viewer	
Fields	14
General Information	14
Icons	14
Synchronizing with Data Entry	17
Software	8
SPIDER	
Data Entry Component	7
DEC	7
Sample Point Selector	6, 7
Sample Point Viewer	7
Software Suite	7
SPS	7
SPV	7
Terms used in software	8
Supervisor	
Assign Tool	52
Build Tool	51
Close Tool	53
Create Tool	51
Delete Tool	52
Exit Button	54
Managing Tasks	50
Modify Tool	51
Notes Button	54
Open Button	53
Team Mode	49

